

Everything New Data Coordinators Should Know

Data Coordinators Conference – 2015

Data Coordinator Responsibilities

- The data coordinator is responsible for ensuring all data submitted to TJJD is accurate, timely and consistent with reporting requirements.
- The data coordinator ensures that data errors are corrected prior to the submission of monthly data or by the date requested.

Data Coordinator Responsibilities

- Notify TJJD **in advance** of any local VPN changes
- Submit the Monthly Folder Extract to TJJD

Data Coordinator Responsibilities

- **Submit the Monthly Folder Extract to TJJD**
 - An automated process to extract and submit modified case records from the department's system to TJJD.
 - The extract created by JCMS follows in accordance with the Electronic Data Interchange (EDI) Specifications.
 - The monthly extract is due by the 10th of the month.

Electronic Data Interchange (EDI) Specifications

Document developed by TJJD outlining the data fields and file structures that each department is required to follow in submitting the TJJD monthly folder extract.

How to Run the Monthly Extract



Enter the appropriate time period

Home	Search	Juvenile ▾
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[My JCMS Home Page](#) » [TJJD - EDI Extract](#) »

TJJD - EDI Extract

* Start Date:

* End Date:

An additional email address to receive the processing log:

Current role: System Administrator

[Cancel](#)

Revision Number: 2.0.35907.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 9/8/2014 9:26:00 AM Logon User: a07e6993-bd21-4629-a2a8-b8b6dee9a430

Browser: Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 5.1; Trident/4.0; GTB7.5; .NET CLR 1.1.4322; .NET CLR 2.0.50727; .NET CLR 3.0.04506.30; MDDR; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729; InfoPath.3; .NET4.0C; .NET4.0E) Session: nwbdz0mmy5efwi3wiqrvr2lb

Data Coordinator Responsibilities

- Submit Monthly Extract to TJJD continued...
 - Only information entered/modified during the month is included in the extract. Changes made between the 1st and 10th of the following month are not included in the current extract.
 - Example: You run the CFE and make a correction on the 2nd of the month. This change will not be included in the extract you are sending.
 - You may receive an error on your extract that is not included on your CFE.
 - The monthly extract is a more detailed report process on our end.

Comprehensive Folder Edit

- The CFE is an edit report designed to identify potential errors in your data.
- Prior to submitting the Monthly Extract:
 - Run the CFE
 - Correct the errors on the CFE
 - Rerun the CFE to verify corrections

Security - Usernames and Passwords

- Each user should have their own login and password.
- Limit Delete/System Administration access.
- Verify that current users don't have more access than they need.
- Inactivate anyone no longer employed.
- Do not allow Microsoft to 'Remember Password'



Reports

Data Coordinator Responsibilities

- The data coordinator should have a complete understanding of all reporting requirements.
 - Monthly Extract Edit Report
 - Quarterly Audit
 - Comprehensive Data Audit
 - Annual Resource Survey
 - Grant Reporting Requirements
 - Other information as requested

Monthly Folder Extract Edit Program

- This program was developed to automatically review each Monthly Folder Extract prior to storing the data in TJJD's database.
- An extract report is sent to the Chief's TJJD email and additionally can be sent to a second email address.
- Check for confirmation each month.

Additional Email for Extract Results

Home	Search	Juvenile ▾
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[My JCMS Home Page](#) » [TJJD - EDI Extract](#) »

TJJD - EDI Extract

*Start Date:

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Monthly Extract Errors

- Two Types: Errors and FATAL Errors
 - Both give a Status: BAD
 - Error in Referral, PID XXX Referral XXX: 'oooooooo' is not a valid Originating HQ PID Number.
 - Error in Referral, PID XXX Referral XXX: '755' is not a valid Referral County Number for specified Referral Type.
FATAL

Monthly Extract Errors

- Records with errors are added to your department's data table.
- FATAL records are NOT added to your department's data table.
- Regardless of the type of error, you do NOT have to resubmit in the same month.

Quarterly Audit

- The Quarterly Audit is run by TJJD. It identifies any record previously listed in the Monthly Folder Extract Edit Program that has not been corrected within the last twelve months.



Comprehensive Data Audit

- Comprehensive review of extracted data
- Once a year
- The CDA reviews each file and cross-references data between files for completeness and consistency.
- The process consists of reviewing cases referred or active within a specific time period.

Comprehensive Data Audit (continued)

- Check the CDA Manual for explanations and exceptions to errors.
- Each year Research may add or remove errors.
- Keep your CDA Report to reference next year.

Grant Funding

- Grant Funding is reported to TJJD automatically through the monthly extract.
- Funding Sources should be entered in JCMS for all TJJD grant funding.

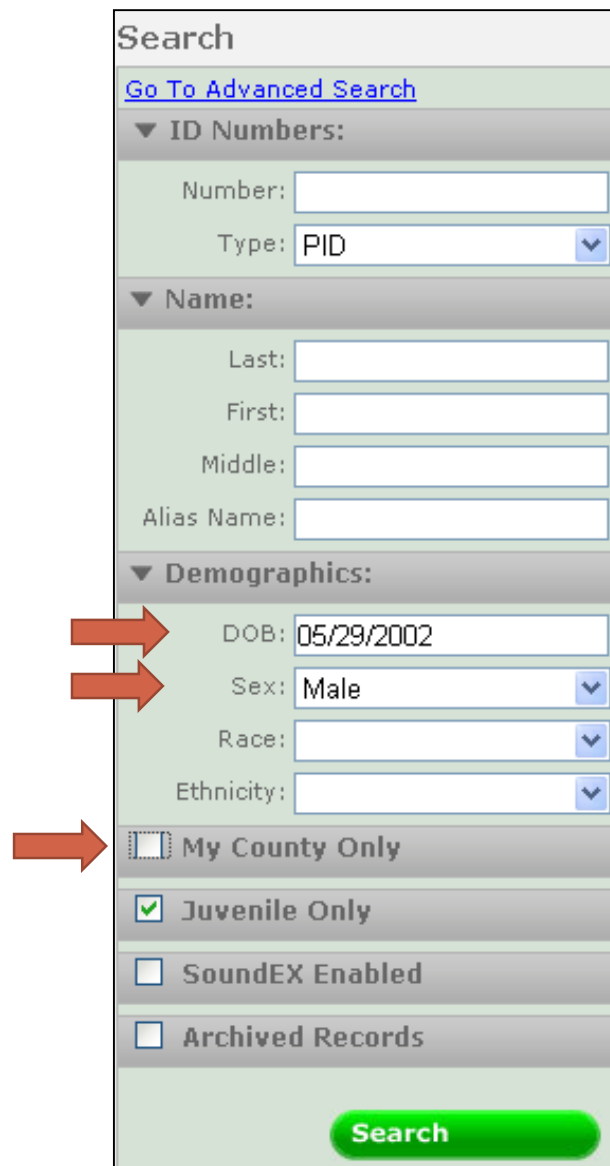
Annual Resource Survey

- Typically completed in late spring/early summer
- Staffing and Caseloads
- Community Based Programming
- Juvenile health care costs incurred by the department

JCMS Standard Practices

Recommended Criteria for Statewide Search

- Enter Date of Birth
- Enter Sex
- Uncheck **My County Only**



The image shows a web-based search form titled "Search". It includes a link "Go To Advanced Search". The form is organized into sections: "ID Numbers" with fields for "Number" and "Type" (set to "PID"); "Name" with fields for "Last", "First", "Middle", and "Alias Name"; and "Demographics" with fields for "DOB" (set to "05/29/2002"), "Sex" (set to "Male"), "Race", and "Ethnicity". Below these are checkboxes for "My County Only", "Juvenile Only" (checked), "SoundEX Enabled", and "Archived Records". A green "Search" button is at the bottom. Three red arrows point to the "DOB", "Sex", and "My County Only" fields, corresponding to the instructions in the list to the left.

Search

[Go To Advanced Search](#)

▼ ID Numbers:

Number:

Type:

▼ Name:

Last:

First:

Middle:

Alias Name:

▼ Demographics:

DOB:

Sex:

Race:

Ethnicity:

☐ My County Only

☒ Juvenile Only

☐ SoundEX Enabled

☐ Archived Records

Archiving Juveniles

Archive a Group by Age – Under Maintenance

[My JCMS Home Page](#) » [Maintenance](#) »

Maintenance

- [Actions and Dispositions](#)
- [Archive Juveniles](#)
- [Behavioral Health Providers](#)

Archive Individual Records

Flags

[Edit](#)

Juvenile Status: **Closed**
Prevention Intervention Youth:
Crisis Intervention Youth:
Restricted: **Restricted**
Archived: **Archived**
JJAEP Student:
TJJJ Parolee:
Prior TJJJ Parolee:

Gang



Gang Affiliation: **Yes**
Gang Name: **KINGS**
Gang Involvement: **Gang Member**

Sex Offender Status

Registration Status:
Date Ordered:
Registered Sex Offender: **No**
DNA Sample Obtained: **Unknown**
DNA Sample Obtained Date:
Registration Date:
Registration Expiration Date:
Registration Suspended Date:

ID Numbers

SS#: **999-99-9999**
DL:
State ID:
FBI#:
TSDS#:

Why Archive?

- Can be excluded from Fee Reports
- Can be excluded from Search

Juvenile Banner Photo

- Head and shoulders square to camera
- In color with neutral background
- No shadows
- No head coverings
- Display full face and ears
- Include eyeglasses – if normally worn
- Neutral expression

Juvenile Banner Photo



SEARCHING FOR AN OFFENSE

Enter the Offense Date prior to searching.
Search results are based on the Offense Date.

Offense Summary

* Offense Date:

* Offense Time: :

* Offense Agency:

* Offense:

* JPD Complaint Received Date:

GOC:

Counts:

* Service Report #:

TRS:

LEA Domestic Violence Offense: ☐

* Weapon Used/In Possession: ☐ Yes ☐ No

TJJD Weapon Type:

DPS Firearm Type:

* School Related Location:

School Campus:

* Gang Related: ☐ Yes ☐ No

* Substance Abuse Related: ☐ Yes ☐ No

* Sexual in Nature: ☐ Yes ☐ No

Select

Select

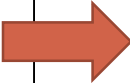
Close Officer Assignment

- Juvenile completes supervision
- Under Case Management, close Officer Assignment


Officer Assignment History Case Plans				
Officer Assignment History			updated 09/19/2014	
Primary				
Add & Edit				
Officer Name	Start Date	End Date	Unit	
User, TJJD JR	09/15/2014	Current	Hays County Juvenile Probation	
Secondary				
Add & Edit				
Officer Name	Program Name	Start Date	End Date	Unit

Associate Chronos to Referrals and/or Offenses

- Chronos associated to a referral/offense are automatically:
 - sealed if the referral/offense is sealed.
 - deleted if the referral/offense is deleted.



Add Chronological Note

*Event Date: 

Person Contacted:

Event Time: :

*Type:

*Author:


Referral:

Offense:

*Note:

Update Holidays

- Holidays are excluded when calculating Length of Stay on the Detention Screen
- Update Holidays under Maintenance

Detention History						
Add New						
Details	Date & Time	Actual Stay	Length of Stay	Reason Admitted	Facility	Offense
VIEW 	Entry: Referral: 12/24/2014 22:10 Admission: 12/24/2014 22:10 Released: 01/07/2015 16:50	13 days, 18 hours, 40 minutes	5 days, 16 hours, 50 minutes	Alleged Delinquent Conduct	Angelina County Juvenile Detention Center	ASSAULT CAUSES BODILY INJURY FAMILY MEMBER Statute Citation: PC 22.01(a)(1) Level/Degree: MA UCR: Offense #: 0010010485-01

Holidays

[My JCMS Home Page](#) » [Maintenance](#) »

Maintenance

- [Actions and Dispositions](#)
- [Archive Juveniles](#)
- [Behavioral Health Providers](#)
- [Child Lives With](#)
- [Chronological Note Types](#)
- [County Supervision Conditions](#)
- [CSR Agencies](#)
- [Defense Attorneys](#)
- [Fee Types](#)
- [Funding Sources](#)
- [Gangs](#)
- [Hearing Types](#)
- [Holidays](#)




Adding New Judges

- Judges and Prosecutors are set up under security
 - Includes them on drop-down lists
 - Does not give them access to JCMS

[My JCMS Home Page](#) » [Security](#) » [Maintain User Profile](#) »

Maintain User Profiles

Last Name: First Name: User Name:
Agency Name: Employee #: [Search](#) [Clear](#)

Name	User Name	Agency Name	Unit	Employee #	Last Login	Status
Garcia, Judge William 	GWilliams	87th DISTRICT COURT	Court Unit - TX081025J	Judge		Active


[Add New](#)

Reset Passwords

- The System Administrator can reset passwords
- TJJD can also reset passwords

Maintain User Profiles

Last Name: First Name: User Name:
Agency Name: Employee #: [Search](#) [Clear](#)

Name	User Name	Agency Name	Unit	Employee #	Last Login	Status	Actions
User, Test 	TUser123	Texas Juvenile Justice Department	Administration	4300	10/27/2015 08:57	Active	Add Like Reset Password Change Unit Suspend Terminate

Additional Information

Help Desk Procedures

- Data Coordinator is first point of contact for county staff
- Data Coordinator will contact TJJD Support Services
- TJJD will contact CUC on behalf of the county

Texas Juvenile Probation Directory

- The TJJD Directory contains names and addresses of Texas juvenile probation professionals, such as the Data Coordinators.
- The directory is on-line and available here:
<http://www.tjjd.texas.gov/publications/other/searchjuvprobdirectory.aspx>
- Data Coordinator contact information must be updated in the directory as necessary.

Email Addresses

- JCMS Support Services maintains a separate list of Data Coordinator email address.
- Please notify us if:
 - Your email changes
 - You would like to add someone to our distribution list

Questions?

jcmssupport@tjtd.texas.gov

(512) 490-7724